

## LABORATORY AIDE

**POSITION SUMMARY:** Employees in this classification are responsible for performing entry level laboratory work. Duties include work such as: assisting in the maintenance and cleaning of laboratory work areas, cleaning of glassware, sample containers and portable sampling equipment, sterilizing glassware, and preparation of bacteriological media.

**SUPERVISION RECEIVED:** Work is performed under the Laboratory Services Manager, Laboratory Supervisor, Chemist, or their designee.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Records temperatures of drying ovens and refrigerators.
2. Cleans, prepares, and sorts lab glassware, supplies and equipment; includes specialized cleaning processes.
3. Prepares reagents, and reagent grade water. Maintains reagent grade water system.
4. Acid cleans glassware.
5. Empties and washes sample containers.
6. Operates autoclaves and ovens.
7. Performs minor maintenance work on laboratory equipment.
8. Cleans portable sampling equipment.
9. Enters data into computerized database.
10. Coordinates sample distribution system, collections system, or plant samples.
11. Orders supplies and reagents.
12. Keeps laboratory work areas clean and orderly and maintains a neat and safe working place.
13. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- An Associates degree in Biology, Chemistry, Environmental Science or a related field, or a high school degree supplemented with extensive coursework in a science field. An equivalent combination of education, training and experience may substitute for the degree requirement.
- Experience in a laboratory and demonstrates knowledge of standard laboratory principles,

techniques, terminology, equipment and materials.

- Ability to follow established procedures for cleaning, sterilizing, maintaining equipment, and performing tests; ability to carry out moderately complex instructions.
- Ability to maintain accurate records and reports.
- Experience in the use of laboratory testing equipment and ability to perform technical work with a high degree of accuracy and precision.
- Demonstrated skill in the operation of office and laboratory equipment.
- Ability to work in a team and with minimal supervision.
- Ability to establish effective working relationships and use good judgment and resourcefulness when working with staff, vendors, other governmental agencies and the public.
- Possession of a valid Michigan motor vehicle operator's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in a Water and/or Wastewater laboratory at either Utility Plant and in a business office setting, as well as in the field and around the Plants. The noise level in the work environment ranges from noisy to quiet. While working in the laboratory, circumstances may occur that may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear.

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